



INTERMITTENT HR PROJECT CONSULTANTS

“To Serve the Western United States”

Competitive Hourly Rate Dependent upon Qualifications and Experiences

THE ORGANIZATION

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

THE POSITION

Our Local Government Services office is seeking experienced human resources professionals with proven backgrounds to provide high quality client services and manage major HR and management consulting projects. We provide a wide range of consulting services to local governmental and non-profit agencies.

We have an immediate need for qualified consultants with strong state, local, and non-profit sector background in the following areas:

- **Classification and Compensation (emphasis in public sector)**
- **Workforce and Succession Planning**
- **Organizational Assessment/Analysis**
- **Training**
- **Strategic Planning**

KNOWLEDGES, SKILLS AND ABILITIES:

- Advanced principles and practices of human resources public sector agencies
- Advanced principles and practices of public agency recruitment, selection, classification and compensation
- Serve as an effective project manager, prepare cost estimates, and monitor project budgets.
- Plan, schedule and complete assigned tasks with minimal guidance and supervision
- Conduct complex human resource consulting projects
- Compile and analyze information and make sound recommendations
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Multi-tasking competencies to manage multiple efforts or projects
- Proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access) MS Project highly desirable

QUALIFICATIONS:

The ideal candidate will possess a Master's degree in Human Resource Management, Business, Public Administration or related field. A Bachelor's degree in one of the above fields is required. Candidates who lack a degree may substitute additional qualifying experience. Two years professional experience in public sector human resources or personnel desired.

IPMA Certified Professional (IPMA-CP) or Certified Specialist (IPMA-CS) or SHRM certification is highly desired.

SELECTION PROCESS: Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted during the initial recruitment phase.

Applications will be reviewed for related experiences, appropriate level, and education. The most qualified candidates will be forwarded to the Regional Manager in the Atlanta office for further consideration. Qualified candidates may be required to successfully pass a background investigation.

FINAL FILING DATE: **Applications being accepted on a continuous basis.**

CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER